

Comprehensive Plan Advisory Committee (CPAC)

Roles and Responsibilities

The role of the CPAC is to act as an advisory body to the City's Planning and Zoning Commission, City Staff and Consultant Team and as the recommending body to the Planning and Zoning Commission for the City's Comprehensive Plan. The CPAC is responsible to the Planning and Zoning Commission for reviewing, recommending modifications as necessary, and reaching a consensus on the policy and program recommendations made in the plan elements and reports. The CPAC shall have the following functions:

1. Advise the Planning and Zoning Commission, City staff and Consultant Team on policy matters and community issues relating to the development of the Comprehensive Plan;
2. Review draft plan elements and reports prepared by the Consultant Team;
3. Forward CPAC recommendations to the Planning and Zoning Commission;
4. Create subcommittees of the CPAC as needed;
5. Monitor and assist in public participation and involvement in the comprehensive planning process; and,
6. Interact with citizens and citizen groups to develop and promote interest and involvement in the planning process.

Procedures

The following guidelines and procedures are intended to guide the CPAC in fulfilling its role in the comprehensive planning process.

1. The process should proceed as quickly as possible using existing materials and information where applicable.
2. Current development actions, processes and decisions will continue in accordance with existing regulatory measures during the planning process.
3. The CPAC should submit the recommended Comprehensive Plan to the Planning and Zoning Commission for review and action.
4. The CPAC should strive to achieve consensus on all recommendations while remaining sensitive to diverse citizen views.
5. The CPAC should provide a forum for citizen groups to express their opinions on the draft plan elements and reports presented for consideration.
6. The CPAC should act as coordinator for community involvement in the comprehensive planning process, resolving inconsistencies and conflicts between different plan elements and draft recommendations, prior to forwarding those recommendations to the Planning and Zoning Commission.
7. The CPAC should strive to forward its recommendations to the Planning Commission in a timely manner after the draft plan elements and reports are presented to the Committee.
8. All meetings of the CPAC shall be open to the public with the appropriate level of public participation to be decided by the Committee.
9. Should the CPAC not be able to reach a consensus, a minority opinion may be prepared and forwarded to the Planning and Zoning Commission along with the recommendation of the majority.
10. Citizen participation in the comprehensive planning process is invited and encouraged. Citizens making recommendations directly to the City Council or the Planning and Zoning Commission should be referred to the CPAC for participation in the comprehensive planning process.